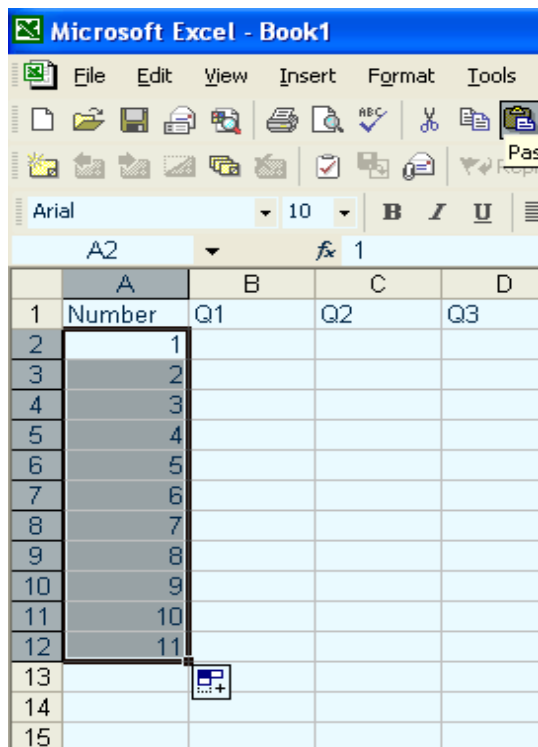


## Capturing quantitative data into Ms Excel for analysis using SPSS or STATISTICA

Set up a worksheet in Excel in such a way that each row contains all the responses to one questionnaire and each column contains the information for one variable, i.e. the responses to one question.

1. Create an MS Excel spreadsheet where the first row contains the variable names (question labels). (Even if you label each question Q1, Q2, etc). The following rules apply:
  - a. Begin each variable name with a letter.
  - b. Don't have spaces within variable names.
  - c. Don't use characters other than letters and numbers except the underscore (\_) character.
  - d. Be sure that the first eight letters of each name are unique so that even if the names are truncated to that length you will still be able to identify your variable names.
2. Each respondent in the study must be numbered consecutively. This pattern can be established by entering the numbers 1 and 2 in the first two rows of the first column. Then a string of consecutive numbers can be created by selecting the two cells, and dragging the corner of the selected cells down the column. This number must also be written on the cover of the questionnaire.



	A	B	C	D
1	Number	Q1	Q2	Q3
2	1			
3	2			
4	3			
5	4			
6	5			
7	6			
8	7			
9	8			
10	9			
11	10			
12	11			
13				
14				
15				

3. All the responses to closed questions in the questionnaire must be coded, i.e.:  
Race: 1 for Black, 2 for Coloured, 3 for White, 4 for Indian.  
Gender: 1 for Male, 2 for Female.  
Yes/No questions: 1 for "Yes" and 2 for the "No" responses.  
etc.
4. The responses to Likert scale questions must also be captured as numbers: using 1 for "strongly disagree" and up to 5 for "strongly agree", or vice versa.
5. If there are sections or questions where respondents can tick more than one of the options then there should be a column for each option. Thus there you capture a "1" if the option was ticked and leave the cell empty if the option was not ticked.